

Tool & Calendar Right Access Report

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Search Term: [Tool and Calendar Right Access](#)

The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.

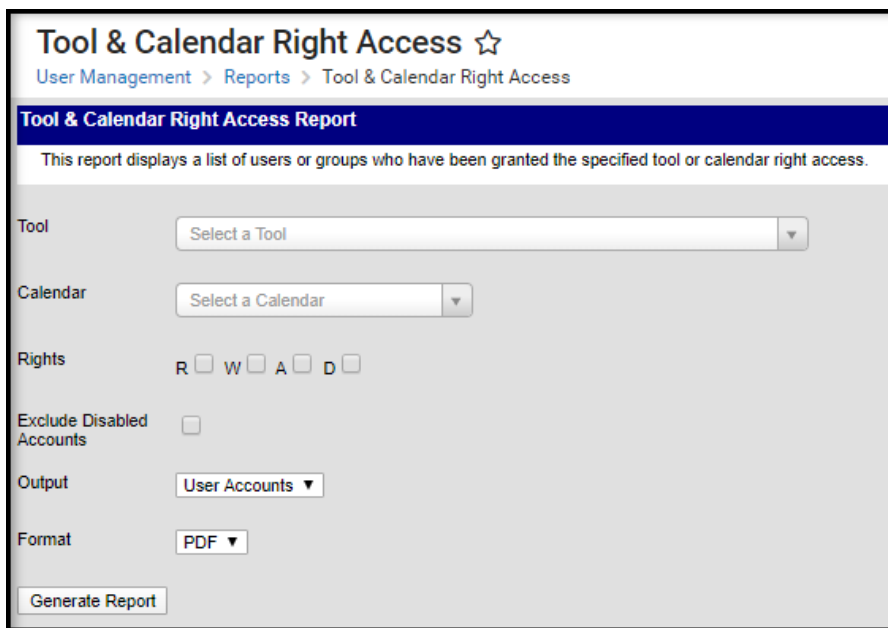


Image 1: Tool & Calendar Right Access

Prerequisites

You must have a [Product Security Role Assignment](#) of '**Student Information System**' (see Image 2). You cannot assign tool rights for this tool.

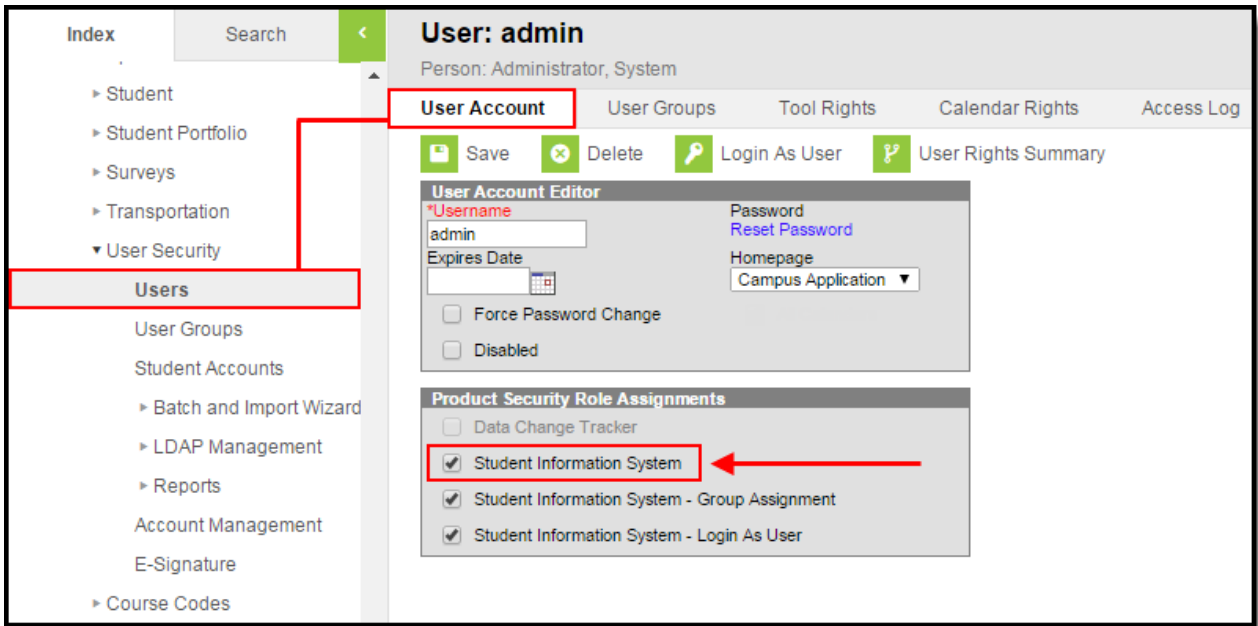


Image 2: Assigning a Product Security Role

Understanding Tool Options

This section describes each field available on the Tool & Calendar Rights Access editor.

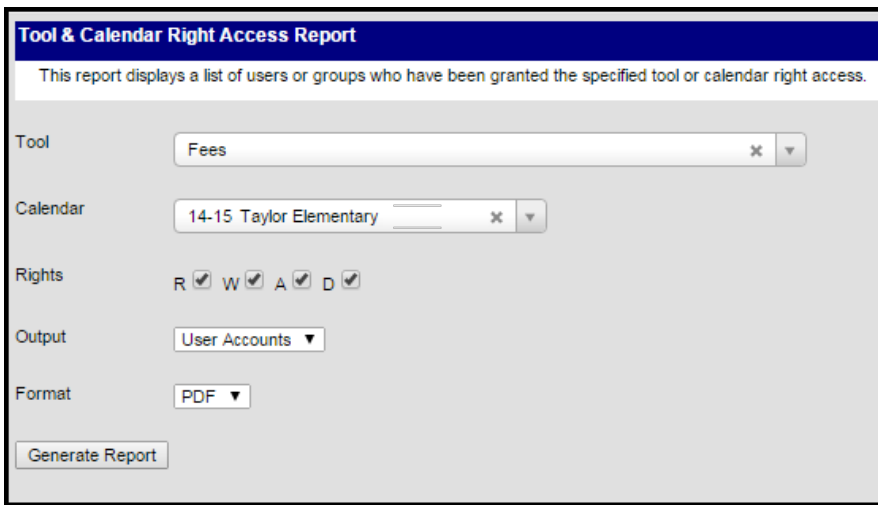


Image 3: Tool & Calendar Editor

Field	Description
Tool	User accounts or user groups with tool rights to the tool selected in this field are reported.
Calendar	User accounts or user groups with rights to access/view data within the calendar selected in this field are reported.

Field	Description
Rights	User accounts or user groups with these access rights for the Tool selected in the editor are reported. R = Read, W = Write, A = Add, D = Delete
Output	Determines if User Accounts or User Groups who meet report criteria are reported.
Format	Determines if the report is generated in PDF or CSV format.

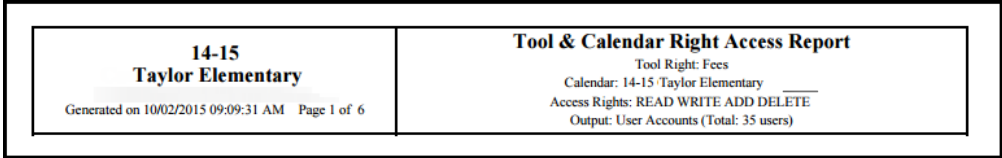
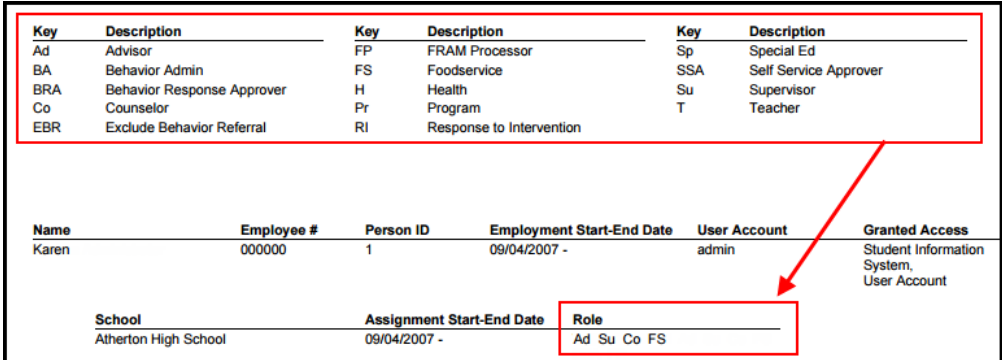
Understanding the Tool & Calendar Report

The following sections describe each section of the User Account and User Group versions of the Tool & Calendar Right Access Report.

- [User Account](#)
- [User Groups](#)

User Account

The following table describes each part of the User Account version of the Tool & Calendar Right Access Report.

Area	Description																																																						
Header	<p>The header indicates the calendar, tool right, access rights, and number of users who meet the criteria entered in each of these fields.</p> 																																																						
Role Legend	<p>The legend describes how to interpret Role values reported for each user. This information is useful in determining if the user's role(s) match the need for tool and access rights granted.</p>  <table border="1"> <thead> <tr> <th>Key</th> <th>Description</th> <th>Key</th> <th>Description</th> <th>Key</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Ad</td> <td>Advisor</td> <td>FP</td> <td>FRAM Processor</td> <td>Sp</td> <td>Special Ed</td> </tr> <tr> <td>BA</td> <td>Behavior Admin</td> <td>FS</td> <td>Foodservice</td> <td>SSA</td> <td>Self Service Approver</td> </tr> <tr> <td>BRA</td> <td>Behavior Response Approver</td> <td>H</td> <td>Health</td> <td>Su</td> <td>Supervisor</td> </tr> <tr> <td>Co</td> <td>Counselor</td> <td>Pr</td> <td>Program</td> <td>T</td> <td>Teacher</td> </tr> <tr> <td>EBR</td> <td>Exclude Behavior Referral</td> <td>RI</td> <td>Response to Intervention</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Name</th> <th>Employee #</th> <th>Person ID</th> <th>Employment Start-End Date</th> <th>User Account</th> <th>Granted Access</th> </tr> </thead> <tbody> <tr> <td>Karen</td> <td>000000</td> <td>1</td> <td>09/04/2007 -</td> <td>admin</td> <td>Student Information System, User Account</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>School</th> <th>Assignment Start-End Date</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Atherton High School</td> <td>09/04/2007 -</td> <td>Ad Su Co FS</td> </tr> </tbody> </table>	Key	Description	Key	Description	Key	Description	Ad	Advisor	FP	FRAM Processor	Sp	Special Ed	BA	Behavior Admin	FS	Foodservice	SSA	Self Service Approver	BRA	Behavior Response Approver	H	Health	Su	Supervisor	Co	Counselor	Pr	Program	T	Teacher	EBR	Exclude Behavior Referral	RI	Response to Intervention			Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	Ad Su Co FS
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Area	Description																																																
Person, Employment, Account and Assignment Information	<p>The body of the report indicates each reporting user's person, employment, user account, role and school calendar information.</p> <p>The Granted Access column indicates how the user acquired tool rights for the reporting tool. A value of 'User Account' means the user was assigned tool rights to the tool via the Tool Rights tab. A value of 'Student Information System' means the user has a Product Security role of 'Student Information System' and thus has rights to tool within Campus. If a user acquired rights via a user group, the name of the user group(s) will be reported in this column.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Employee #</th> <th>Person ID</th> <th>Employment Start-End Date</th> <th>User Account</th> <th>Granted Access</th> </tr> </thead> <tbody> <tr> <td>Karen</td> <td>000000</td> <td>1</td> <td>09/04/2007 -</td> <td>admin</td> <td>Student Information System, User Account</td> </tr> <tr> <td colspan="2">School</td> <td colspan="2">Assignment Start-End Date</td> <td colspan="2">Role</td> </tr> <tr> <td colspan="2">Atherton High School</td> <td colspan="2">09/04/2007 -</td> <td colspan="2">Ad Su Co FS</td> </tr> <tr> <th>Name</th> <th>Employee #</th> <th>Person ID</th> <th>Employment Start-End Date</th> <th>User Account</th> <th>Granted Access</th> </tr> <tr> <td>Marsha</td> <td>000000</td> <td>1</td> <td>09/04/2007 -</td> <td>support</td> <td>Student Information System, User Account</td> </tr> <tr> <td colspan="2">School</td> <td colspan="2">Assignment Start-End Date</td> <td colspan="2">Role</td> </tr> <tr> <td colspan="2">Atherton High School</td> <td colspan="2">09/04/2007 -</td> <td colspan="2">T Sp Pr BA</td> </tr> </tbody> </table>	Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account	School		Assignment Start-End Date		Role		Atherton High School		09/04/2007 -		Ad Su Co FS		Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Marsha	000000	1	09/04/2007 -	support	Student Information System, User Account	School		Assignment Start-End Date		Role		Atherton High School		09/04/2007 -		T Sp Pr BA	
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User Groups

The following table describes each part of the User Groups version of the Tool & Calendar Right Access Report.

See the User Groups article for more information about managing user groups within Campus.

Area	Description								
Header	<p>The header indicates the calendar, tool right, and access rights of user groups who meet the criteria entered in each of these fields.</p> <table border="1"> <tr> <td style="text-align: center;"> 14-15 Taylor Elementary <small>Generated on 10/02/2015 09:18:19 AM Page 1 of 1</small> </td> <td style="text-align: center;"> Tool & Calendar Right Access Report <small>Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Groups</small> </td> </tr> </table>	14-15 Taylor Elementary <small>Generated on 10/02/2015 09:18:19 AM Page 1 of 1</small>	Tool & Calendar Right Access Report <small>Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Groups</small>						
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User Group Information	<p>The body of the report indicates which user groups match report criteria and how many users are members of each user group.</p> <table border="1"> <thead> <tr> <th>Group Name</th> <th>User Count</th> </tr> </thead> <tbody> <tr> <td>00D-MIS-SupportDesk</td> <td>14</td> </tr> <tr> <td>00Z-Fees Admin</td> <td>1</td> </tr> <tr> <td>Student Information System</td> <td>31</td> </tr> </tbody> </table>	Group Name	User Count	00D-MIS-SupportDesk	14	00Z-Fees Admin	1	Student Information System	31
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00Z-Fees Admin	1								
Student Information System	31								

Generating the Tool and Calendar Access Report

The following sections describe different ways to generate and interpret the report.

- Viewing Users Who Have Rights for a Specific Tool
- Viewing Users Who Have Rights to Access a Specific Calendar
- Viewing Users Who Have Rights for a Specific Tool and Calendar
- Viewing User Groups with Rights for a Specific Tool
- Viewing User Groups with Rights for a Specific Tool in a Specific Calendar
- Viewing User Groups with Rights for a Specific Calendar

Viewing Users Who Have Rights for a Specific Tool

Tool Settings	Report
<p>Enter values in the following fields to view which users have rights to the specific tool with the designated access rights.</p>	<p>The report will detail all users who have tool and access rights for the values entered on the report editor.</p>

Viewing Users Who Have Rights to Access a Specific Calendar

Tool Settings	Report
<p>Enter values in the following fields to view which users have rights to the specific calendar.</p>	<p>The report will detail all users who have rights to view and access data within the calendar selected on the report editor.</p>

Viewing Users Who Have Rights for a Specific Tool and Calendar

Tool Settings

Enter values in the following fields to view which users have tool and access rights to the specific tool in the designated calendar.

Report

The report will detail all users who have tool and access rights for the calendar entered on the report editor.

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account
Marna	000000	1	09/04/2007 -	support	Student Information System, User Account

Viewing User Groups with Rights for a Specific Tool

Tool Settings

Enter values in the following fields to view which user groups have tool and access rights for the specified tool.

Report

The report will detail all user groups who have tool and access rights for the tool entered on the report editor.

Group Name	User Count
000-MIS-SupportDesk	15
002-Fees Admin	26
Student Information System	32
005-Mental Health Counselor	4

Viewing User Groups with Rights for a Specific Tool in a Specific Calendar

Tool Settings

Enter values in the following fields to view which user groups have tool and access rights for the specified tool in the designated calendar.

Tool & Calendar Right Access Report
This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool: Fees

Calendar: 14-15 Taylor Elementary

Rights: R W A D

Output: User Groups

Format: PDF

Generate Report

Report

The report will detail all user groups who have tool and access rights for the tool and calendar entered on the report editor.

14-15 Taylor Elementary
Generated on 10/02/2015 09:54:13 AM Page 1 of 1

Tool & Calendar Right Access Report
Tool Right: Fees
Calendar: 14-15 Taylor Elementary
Access Rights: READ WRITE AUDIT DELETE
Output: User Groups

Group Name	User Count
000-MIS-SupportDesk	14
002-Fees Admin	1
Student Information System	31

Viewing User Groups with Rights for a Specific Calendar

Tool Settings

Enter values in the following fields to view which user groups grant access rights for the specified calendar.

Tool & Calendar Right Access Report
This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool: Select a Tool

Calendar: 15-16 High School

Rights: R W A D

Output: User Groups

Format: PDF

Generate Report

Report

The report will detail all user groups who grant access rights for the calendar entered on the report editor.

15-16 High School
Generated on 10/15/2015 10:49:07 AM Page 1 of 10

Tool & Calendar Right Access Report
Tool Right: --
Calendar: High School
Access Rights: --
Output: User Groups

Group Name	User Count
00S-Principale-HS	16
00S-Teacher-HSMS	75
00S-Asst Principal MS	5
00S-Principale ELE	12
00S-Counselors-HS	19
00S-Counselors ELE	11
00S-Counselors MS	12
00S-Records Clerk	64
00S-Asst Principal-HS	8
00S-Principale MS	5